

# Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – FALL 2013

OA 1060 B2 – MS Word 2013, Core Level I (3) (0-0-4) 60 Hours

OA 1070 B2 – MS Word 2013, Core Level II (3) (0-0-4) 60 Hours

<b>Instructor</b>	Kelly Coulter	<b>Phone</b>	539-2829 (office)
<b>Office</b>	C415	<b>E-mail</b>	kcoulter@gprc.ab.ca
<b>Office Hours</b>	M & W 11:30 - 2:00	<b>Class</b>	A305 M-F @ 10:00 – 11:20

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### **Prerequisite(s)/corequisite(s):**

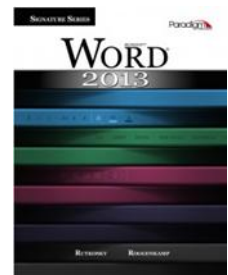
None

### **Required Text/Resource Materials:**

Microsoft Word 2013 Signature Series, Rutkosky, Nita St.Paul, MN. Paradigm Publishing Inc.

Department of Office Administration Production Exercise Booklet

Department of Office Administration Formatting Guide



### **Supplies:**

- 1 USB drive
- 5 File Folders

### **Description:**

The focus of this course is on core level word processing skills necessary for the production of professional business documents including letters, memos, reports and envelopes. Skills covered include creating, printing and editing documents; formatting characters and using help; formatting paragraphs; formatting documents and sections; maintaining and printing documents; using word tools; manipulating tabs; manipulating text with and between documents; and formatting special features.

**Delivery Mode(s):**

Lecture/Lab

**Objectives:**

After completing OA 1060/1070 the student will be able to:

1. Use MS Word to produce finished documents in accordance with business standards for timely completion, correctness of content and format, professional appearance and creativity.
2. Access and apply a variety of resources and methods to successfully perform proficiency skill sets in MS Word to produce business documents.
3. Students will consistently code documents with the file name and path in the footer of each document (see formatting guide).
4. Resolve unexpected problems arising from the use of computer hardware and software.
5. Apply software applications to format and create documents
6. Maintain a professional file management system.
7. Develop materials for an employability skills portfolio.

**Grading Criteria:**

Daily attendance is essential. Although most concepts are covered in class time, not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time whenever necessary. If you are ill, you are expected to call or e-mail me and have a classmate inform you of the work covered that day. More than 3 missed classes may result in recommendation of "Debarred From Exam." (See college calendar, p.36-45)

**Assignments - 25%**

- ✓ all marked assignments are graded out of 9
  - Deduct 1 for each keyboarding/spelling error
  - Deduct 2 for each formatting error
- ✓ not all assignments will be assigned a grade
- ✓ late or missed assignments will receive a grade of 0

**Midterm - 25%**

- ✓ will consist of chapter/course material and document formatting

**Production Quizzes 15%**

- ✓ Will consist of correctly formatting business documents in a timed environment
- ✓ Missed Quizzes will be added to the Final Exam

### Final Practical Exam - 25%

- ✓ Consists of a 5 - 10 hour in class assignment which students will produce finished quality documents applying concepts learned over the course of the semester.

### Job Success Skills - 10 %

- ✓ the student will demonstrate job success skills through:
  - Regular attendance and punctuality
  - Timely completion of work
  - Maintaining a high standard of work and professionalism
  - Ability to work both independently and collaboratively

### Office Administration Department Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	35 – 39	
A-	3.7	30 – 34	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**Department of Office Administration**  
**Policy on Cell Phones and Social Media Applications**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. .

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

**Statement on Cheating & Plagiarism:**

Cheating and Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.36-45)